



DEPARTMENT OF DEFENSE
PUBLICATION SYSTEM

CHANGE TRANSMITTAL

OFFICE OF THE SECRETARY OF DEFENSE

Assistant Secretary of Defense
(Manpower, Installations, and
Logistics)

CHANGE No. 3
DoD 1401. 1-M-1
May 23, 1984

JOB-GRADING SYSTEM MANUAL FOR
NONAPPROPRIATED FUND INSTRUMENTAL I TIES

The Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics), has authorized the following changes to DoD 1401.1-M-1, "Job-Grading System Manual for Nonappropriated Fund Instrumentalities," October 1981 (Change 1 was issued October 29, 1982, and Change 2 on January 11, 1984):

PAGE CHANGES

Remove: Pages 2-1&2-2, 3-5&3-6, 4-9 through 4-12, and 4-180 through 4-183.

Insert: Attached replacement pages

Changes appear on pages 2-2, 3-5&3-6, 4-10, 4-11&4-12, and 4-180 through 4-182, and are indicated by marginal asterisks.

EFFECTIVE DATE AND IMPLEMENTATION

The attached changes are effective immediately. Forward two copies of implementing documents to the Deputy Assistant Secretary of Defense (Civilian Personnel Policy and Requirements), Office of the Assistant Secretary of Defense (Manpower, Installations, and Logistics), within 120 days.


O. J. WILLIFORD, Director
Correspondence and Directives

Attachments: 12 pages

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

626

CHAPTER 2

OCCUPATIONAL CATEGORIES

The CT occupational category is delineated by the types of duties performed and the general functional environment in which it is found. The AS, PS, and UA categories are also customarily delineated by these same factors; however, positions classifiable to one-grade interval series that exceed the **AS/PS-7** levels are classified in the UA category at the UA-6 level and above.

A. CRAFTS AND TRADES. The CT category includes positions in a recognized craft or trade, or in an unskilled, semiskilled, or skilled manual labor occupation. Leader and supervisory positions having craft, trade, or laboring experience and knowledge as a paramount requirement also are categorized as CT positions.

1. The CT occupational category involves duties such as receipt, storage, and distribution of merchandise; maintenance and repair of buildings, grounds, and automotive equipment; food and beverage preparation and service; and the provision of porter or maid service. Positions in this category shall be coded, titled, and graded in accordance with the provisions of FPM Supplements 532-1, "Federal Wage System," FPM Supplement 532-2, "Federal Wage System - Nonappropriated Fund Employees," and part 3 of FPM Supplement 512-1, "Job-Grading System for Trades and Labor Occupations" (references (e), (c), and (f)).

2. DoD **NAF** job-grading guides, specific to nonappropriated fund operations, also may be used to supplement **OPM** standards when grading CT positions.

B. ADMINISTRATIVE SUPPORT. The AS category includes positions responsible for secretarial, clerical, or administrative functions in an office or **nonmanual** environment. AS positions include inventory management, accounting, procurement, personnel, and payroll functions. These functions involve duties such as typing, stenography, receipt and distribution of mail, file maintenance, and office machine operation. Positions involving AS-type duties classifiable above AS-7 are included in the UA category.

1. Positions assigned to lead or supervise employees performing these duties are also categorized as AS, except:

a. If the base level of nonsupervisory work is AS-7, the leader job is classified in the UA category.

b. If the base level of nonsupervisory subordinate workers is AS-6 or AS-7, the supervisory job over such workers is classified in the UA category.

C. PATRON SERVICES. The PS category includes positions responsible for retail selling; providing recreation, amusement, and personal services; protecting facilities and merchandise; and child care. Positions in this category shall be titled, coded, and graded in accordance with the appropriate job-grading standards of this manual. Positions containing **PS-type** functions and classifiable above PS-7 are included in the UA category.

1. Positions that are assigned to lead or supervise PS employees also are categorized as PS, except:

a. If the base level of nonsupervisory ~~work~~ led is PS-7, the leader job is classified in the UA category;

b. If the base level of nonsupervisory subordinates is PS-6 or PS-7, the supervisory job is classified in the UA category.

D. UNIVERSAL ANNUAL. The UA category includes positions responsible for administering, ☐anaging, or performing work in an office, business, or fiscal operation. Such positions differ from AS positions in that they are concerned primarily with the development and implementation of management policies or general business operations.

1. UA duties require discretion and independent judgment, and include managerial, executive, technical, or professional positions responsible for work that requires professional, scientific, or technical training **equivalent** to graduation from a college, university, or technical school of recognized standing.

2. Positions in this category shall be identified with series codes, titles, and grades authorized in accordance with this manual and the occupational structure covered by the OPM "Handbook of Occupational Groups and Series of Classes" (reference (g)).

*	3. Technician positions in one grade interval series within the	*
*	Biological Sciences Group, GS-400 ; the Medical, Hospital, and Public Health	*
*	Group, GS-600 ; the Veterinary Medical Science Group, GS-700 ; the Engineering	*
*	and Architecture Group, GS-800 ; the Legal and Kindred Group, GS-900 ; the	*
*	Physical Sciences Group, GS-1300 ; and the Mathematics and Statistics Group,	*
*	GS-1500 ; classifiable at grades GS-5 and above under applicable OPM Position	*
*	Classification Standards, shall be included in the UA pay system and classi-	*
*	fied accordingly. Such positions classifiable at GS-4 and below shall be	*
*	evaluated in accordance with the grade level criteria of the AS-303 job-	*
*	grading standards.	*



taken shall be forwarded promptly by the local classification office through command channels to the office of DoD NAF Personnel Policy for review. On later occasions, when DoD NAF or OPM or both standards are used in the same combination by that DoD Component, such a submission is not required.

G. SUMMARY OF NONAPPROPRIATED FUND JOB-GRADING CONCEPTS AND WAGE-SETTING PROCEDURES

1. Job-Grading

<u>OCCUPATION</u>	<u>NAF CATEGORY</u>	
* Professional * Managerial * Executive Technical	UA	UA grades 5-18 for two-grade interval series and specified technician jobs. Direct application of OPM position classification standards supplemented by DoD guides. *
Clerical	AS	DoD job-grading standards for seven AS grade levels. OPM position classification standards for one-grade interval series applied for jobs evaluated at grade UA-6 or above and placed in the UA category.
Trades Crafts Laboring	CT	Direct application of OPM job-grading standards, supplemented by DoD job-grading guides.
Retail Sales Patron Services	Ps	DoD job-grading standards for seven PS grade levels. OPM standards for one-grade interval series applied at grade UA-6 and above, and jobs placed in the UA category.
Tipped and Commission Employees	CT	Direct application of OPM job-grading standards for base level of job supplemented by DoD job-grading guides.

2. Wage-Setting

<u>OCCUPATION</u>	<u>APPROPRIATED FUND</u>	<u>CONUS NONAPPROPRIATED FUNDS</u>
Professional Managerial Executive Technical	General Schedule nationwide rates set by the President with congressional authority to overrule the President in the case of an alternate plan.	UA schedule nationwide rates based on General Schedule.

Clerical	General Schedule nationwide rates.	Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments.
Trades Crafts Laboring	Local wage survey of private manufac-turing, transporta-tion, public util-ity, and wholesale trade industries.	Local wage survey of private retail, wholesale, recreation, and service establishments.
Retail Sales Patron Services	General Schedule nationwide rates.	Local wage survey of private retail, wholesale, recreation, service, finance, and insurance establishments.
Tipped and Commission Employees	None	Tip offset or commission pre-determined locally in conform-ance with Fair Labor Standards Act, OPM, and DoD policies. Base rate from local wage schedule used for annual and sick leave purposes. (Tipped and commission employee policy is in a "set aside" status. Commission pay policy is pending review by the Federal Prevailing Rate Advisory Committee. Regulations governing pay for tipped employees have been developed. Official implementation and conversion instructions will be published by OPM.)

*
*
*
*
*
*
*
*
*
*

*
*
*
*
*
*
*
*
*
*

*
*

H. GRADE LEVELS DESCRIBED IN THE ESTABLISHED DoD NAP JOB-GRADING STANDARDS AND GUIDES

*
*

*
*
*
*
*
*
*
*
*

Because of the nature of DoD **NAF** operations, jobs in UA, AS, PS, and CT occupations tend to cluster at one or only a few grades. Each job-grading standard or guide describes only those levels that reflect the more commonly found jobs in the occupation covered by the standard or guide. The particular grades defined in the standard or guide provide a basis for comparing and assigning the proper grades to jobs according to skill, knowledge, respon-sibility, and other work requirements. This can be at grades either above or below those described in the standards or guides.

*
*
*
*
*
*
*
*
*

*

I. AUTHORIZED TITLING OF UA, AS, PS, AND CT POSITIONS

*

*
*
*
*

1. Official titles for UA, AS, PS, and CT positions are those established by applicable **DoD or OPM** classification standards or otherwise approved for use by the office of **DoD NAF** Personnel Policy. Official titles shall be used by DoD Components on **NAF wage survey** forms and **all** other official

*
*
*
*

DoD NAF PATRON SERVICES
JOB-GRADING STANDARD
CHILD CAREGIVER PS-0189-0

k

* CHILD CAREGIVER PS-0189-1:

DUTIES AND RESPONSIBILITIES :

This **level** of work is intended to encompass strictly routine day-to-day child care responsibilities under close supervision.

Incumbent responsibilities include

- keeping babies dry and fed and supervising play periods of older children.

- putting children in bed for naps and watching over them while they sleep.

- assuring cleanliness of children and surrounding play areas. Sanitizing nursery equipment and toys as required. May wash linen and diapers.

- assisting, perhaps, in the preparation of simple meals consisting of sandwiches and canned or frozen foods.

SKILLS AND KNOWLEDGE:

Must be familiar with policies and procedures established at the child care center with respect to discipline, fire safety, and first aid.

SUPERVISORY CONTROLS:

The supervisor makes specific assignments that are accompanied by clear, concise instructions. The incumbent works as instructed and consults with the supervisor on matters not covered by initial instructions.

PHYSICAL DEMANDS:

* The work requires long periods of standing and walking with recurring bending, crouching, and similar activities. Child **caregivers** are required regularly to * lift children weighing up to 40 pounds.

* CHILD CAREGIVER PS-0189-2 *

DUTIES AND RESPONSIBILITIES:

* Child Caregivers regularly perform a number of tasks associated with the care * of children. Included are

- * -receiving children from parents. This requires the notation of any special instructions that the parents may provide. *

- supervising children during playtime, ensuring that the play area and equipment are free from danger.

* CHILD CAREGIVER PS-0189-2 : (cont'd) *

- feeding children during meal periods .
- ensuring that children remain clean during play periods and that play area, equipment, and toys are safe and sanitary.
- may wash, dry, fold, and store bed linens, blankets, and diapers.
- may prepare simple meals consisting of heating frozen or canned foods or making sandwiches.
- may occasionally participate in conferences between parents and manager of the child care center in order to provide information concerning a problem the child is experiencing at the center.

SKILLS AND KNOWLEDGE:

- Must be thoroughly familiar with policies, procedures, and techniques employed within the child care center.
- Must be capable of determining when a child is sick, and alerting the supervisor to the condition in order to isolate the child and avoid the spread of contagious diseases to other children in the center.
- Must be familiar with techniques of consoling a frightened or injured child.
- Must understand the technique of disciplining children (that is, when it is needed, how to administer it, and possible alternatives).
- Must be familiar with first aid and fire safety procedures.

SUPERVISORY CONTROLS:

- * The Child Caregiver uses initiative in carrying out daily assignments independently; however, supervisory assistance is readily available when unusual situations arise. *

The supervisor spot-checks work in progress to ensure compliance with accepted work practices.

PHYSICAL DEMANDS:

- * The work requires long periods of standing and walking with recurring bending, crouching, and similar activities. Child Caregivers regularly are required to lift children weighing up to 40 pounds. *

* CHILD CAREGIVER PS-0189-3 *

In addition to the skills and knowledge required to perform the basic child care duties outlined at the PS-2 level, attendants at the PS-3 level are involved in a child development program intended to teach the children independence and prepare them for school. This developmental program is not an incidental function. The attendant's involvement must be on a regular and recurring basis and must be fundamental to the overall assignment.

* CHILD CAREGIVER PS-0189-3 : (cent'd) *

INFANTS/TODDLERS :

6 weeks to 3 years: Because these age groups are not capable of effective verbal communication, the attendant must anticipate the child's wants and needs. These most often include:

-Physical: changing diapers, feeding, and providing nap, exercise, and play periods.

-Emotional: ensuring that each child feels secure and protected by holding and talking to the child.

-Developmental: encouraging infants to crawl, walk, talk, and imitate. Assisting infants in obtaining the coordination required for self-feeding and cup-training as well as teaching them when and how to use the toilet.

-Social: showing children how to share and to settle arguments, eating etiquette, courtesy, sanitary aspects of bodily functions, and other social customs.

PRE-SCHOOL:

3 to 6 years: The emphasis for this age child changes from almost entirely physical and emotional care to more of a developmental and training program. This program is intended to orient the child to organized, creative learning experiences. Children are taught to interact with their peers, sharing toys and equipment. They are instructed in the technique of tying shoes and using buttons and zippers. They are taught to pick up the toys in the playroom and outdoor areas and to put them in their proper place.

SKILLS AND KNOWLEDGE:

* The Child Caregiver must be capable of carrying out scheduled activities within the overall activity period plan established by the supervisor, which is intended to expose children to numbers, letters, arts and crafts, and simple organized games. Caregivers read to children and provide musical experiences through record-playing, **sing-alongs**, and dancing. Caregivers must remain alert to the degree of independence and assertiveness displayed by each child in order to recommend promotion to a more advanced group. *

SUPERVISORY CONTROLS:

The employee carries out daily assignments independently, **planning** activities within prescribed limits and handling problems in accordance with accepted practices. The supervisor is available to resolve situations that have no precedent.

PHYSICAL DEMANDS:

* The work requires **long** periods of standing and walking with recurring bending, crouching, and similar activities. Child Caregivers regularly are required to lift children weighing up to 40 pounds. *

DoD NAF ADMINISTRATIVE SUPPORT
JOB-GRADING STANDARD
STATISTICAL **CLERK** AS- 1531-0

* GENERAL STATEMENT . *

* This standard includes all positions the duties of which are to collect, edit, compute, compile, analyze, and present statistical data when the work requires knowledge and application of statistical methods, procedures, and techniques, but does not require professional knowledge of the mathematical or statistical theories, assumptions, or principles. *

* The Statistical Clerk is responsible for the arrangement and processing of data that form the basis for further study, reports, or decisions at higher levels. Such positions are primarily concerned with the organization and compilation of detailed data or selection, conversion, and consolidation of previously compiled data into formats that can be used for specific purposes. *

* STATISTICAL CLERK AS-1531-4: *

NATURE AND VARIETY OF WORK:

* Assignments are of a recurrent nature, usually on a continuing workflow basis, and are concerned with a small number of statistical items. There is little or no variation in the kinds and types of items or in the way they are reported on. The instructions and procedures used are limited and well standardized, as are the sequences of statistical operations. *

Basic reporting practices are well established, with little or no variation from one reporting period to another; the classifications and definitions of items reported on are well defined, are easily applied, and do not vary.

Source data forms are few in number, are limited in variety and purpose, have been in standard use over a long period of time, are constant in format and content, and require only straight arithmetical cross-checking of parts to determine consistency of statistical data reported.

Searching of primary and secondary sources is based on specific and well-defined instructions from the supervisor and requires the location and abstraction of data which are usually readily identifiable and directly comparable on the basis of subject, unit or item classification, and time period.

Patterns for compilations or tabulations are standardized, well established, and relatively simple in format, design, content, specifications, elements, details, and purpose.

SUPERVISORY CONTROL EXERCISED OVER THE WORK:

The supervisor gives specific oral or written instructions with assignments, indicating the desired form in which the data are to be presented, the sources of figures and information, the computations to be used, and procedures to be followed. Spot-checks are made during assignments to assure that instructions are being followed. Review is usually made of completed assignments to check accuracy of computations, adherence to instructions for form and method of presentation, and neatness and general acceptability.

* STATISTICAL CLERK AS-1531-4: (Cent'd) *

GUIDELINES FOR PERFORMANCE OF WORK:

Guidelines available for the performance of work are applicable to all assignments at this level.

PERSON-TO-PERSON WORK RELATIONSHIPS:

Work relationships are maintained with other Statistical Clerks or clerical personnel for the purpose of verifying, checking, or proofing completed work, of securing figures or data necessary in the assignments, or of carrying out joint assignments.

* STATISTICAL CLERK AS-1531-5: *

NATURE AND VARIETY OF WORK:

Assignments normally are of sufficient variety over a period of time to require the cyclical or noncyclical application of one comprehensive body or several bodies of different, and somewhat related, instructions and procedures in carrying through processes and operations in the completion of assignments; the sequence of operations may vary from one assignment to another; or, from time to time, although the basic reporting form and the purpose remain the same, new items may be introduced with or without the deletion of some other items.

Basic reporting practices vary somewhat from one period to another, or within one reporting period vary somewhat among offices of origin or respondents; and classifications and definitions are fairly well standardized but are subject to some change from time to time.

Source data forms are not consistently uniform as to number, purpose, or data or item content; and may be revised from time to time to reflect new regulations, changes in the character of reporting sources, modifications in statistical procedures or operations, or related reasons.

Searching of primary and secondary sources is based on general instructions from the supervisor and requires the location and adjustment of data from readily available sources; the data may require some conversion, adjustment, and reworking as directed by the supervisor.

Computations of statistical measures are characterized by the following:

- Most measurements require simultaneous consideration of different values.

- Initial instructions and procedures are prescribed for the application of a limited set of statistical measures but are not reduced to a worksheet format showing specific operations when the same type of calculation must be applied to different variables, numerous classes, or other frequency distributions.

* STATISTICAL CLERK AS-1531-5: (Cent'd)

*

SUPERVISORY CONTROL EXERCISED OVER THE WORK :

The incumbent works under the direction of a supervisor who makes assignments on a day-to-day basis or controls assignments on a continuing basis.

Spot-checks are occasionally made of work in progress.

The supervisor is available for guidance and advice on problems not covered by instructions.

Completed assignments are reviewed for adherence to instructions and acceptability.

GUIDELINES FOR PERFORMANCE OF THE WORK:

Guides have general application in all instances, but require adaptation from time to time in determining appropriate order or sequence of operations or steps necessary to the completion of the assignments.

PERSON-TO-PERSON WORK RELATIONSHIPS:

With other Statistical Clerks or clerical personnel to check, proof, or compare completed work, to secure figures or data necessary in the assignments, or to carry out assignments.

PAGE 4-183
RESERVED